

Agency 107

Law Enforcement Training Center

Articles

107-1. CERTIFICATION OF LAW ENFORCEMENT OFFICERS AND TRAINING SCHOOLS.

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Article 1.—CERTIFICATION OF LAW ENFORCEMENT OFFICERS AND TRAINING SCHOOLS

107-1-1. Definitions. Unless the context otherwise requires, the terms below shall have the following meanings. (a) “Training center” means the law enforcement training center within the division of continuing education of the University of Kansas, created by K.S.A. 1984 Supp. 74-5603 and amendments thereto.

(b) “School” means any grouping of courses, or series of courses, designed to attain a specific educational or law enforcement objective.

(c) “Course” means any grouping of classes, or series of lessons or lectures, designed to attain a specific educational or law enforcement training objective.

(d) “Class” means any single meeting or session devoted to a specific law enforcement related subject or topic.

(e) “Mandated course” or “mandated class” means any course or class used to satisfy any of the training requirements of K.S.A. 1984 Supp. 74-5601 *et seq.*, and amendments thereto, or of these rules.

(f) “Agency head” means the hiring authority, including the chief of police, sheriff or other administrative officer, responsible for the employment and training of police or law enforcement officers.

(g) “Auxiliary personnel” means members of organized non-salaried groups which operate as an adjunct to a police or sheriff’s department, including posses and search and rescue groups. (Authorized by and implementing K.S.A. 1984 Supp. 74-5603 and 74-5604a; effective, T-85-5, Feb. 21, 1984; effective May 1, 1985; amended May 1, 1986.)

107-1-2. Certification of police or law enforcement officers. (a) Certified status nec-

essary. All police or law enforcement officers shall satisfy the training requirements established by the associate director and approved by the commission and shall meet the minimum qualifications as set forth in K.S.A. 1984 Supp. 74-5605, and amendments thereto. Each officer who meets all of the standards concerning qualifications and training requirements shall be certified by the associate director and shall be issued a certificate by the associate director.

(b) Law enforcement agency participation. When any person is elected or employed as a police or law enforcement officer, the agency head shall submit an acknowledgement that the officer meets the requirements of K.S.A. 1984 Supp. 74-5605, and amendments thereto, on the appropriate form provided by the associate director. All agencies shall maintain the necessary records verifying that each officer meets these requirements. The records shall be made available on request for inspection by members of the commission or staff.

(c) Extensions. Upon written application by the agency head, the associate director may extend the one year time period for completion of the minimum training requirement until the next available class when it is shown that the failure to comply with the requirements was not due to the intentional avoidance of the law.

(d) Basic school; full-time enrollment required. No officer attending a basic, mandated course shall be allowed to work as a police or law enforcement officer while enrolled in the mandated course. (Authorized by K.S.A. 1984 Supp. 74-5603 and 74-5604a; implementing K.S.A. 1984 Supp. 74-5607a, 74-5605, 74-5604a, and K.S.A. 74-5608a; effective, T-85-5, Feb. 21, 1984; effective May 1, 1985; amended May 1, 1986.)

107-1-3. Certification of law enforcement training schools; general requirements.

(a) Certificate necessary. Schools which meet all of the standards approved by the commission concerning curriculum, use of approved instructors and adequacy of facilities shall be issued a certificate by the associate director. Each law enforcement training school shall be certified by the associate director prior to offering courses required for certification of police or law enforcement officers under K.A.R. 107-1-1 and K.A.R. 107-1-2.

(b) Duration. Certified law enforcement training schools desiring to continue as such and which meet the requirements of these regulations shall apply for certification to and receive certification from the associate director annually.

(c) Inspection. Certification of training schools shall be issued and maintained on the basis of on-site inspections of the schools. On-site inspections shall be conducted by the associate director or the designee of the associate director. Inspections shall be conducted as often as the associate director deems necessary. In no event shall inspections be conducted less frequently than once each fiscal year.

(d) Certification and renewal. The associate director, with the approval of the commission, may refuse to renew the certificate of any law enforcement training school for failure to maintain minimum curriculum, instructor or facility requirements as determined by the associate director and approved by the commission.

(e) Use of instructors. All instructors used in mandated training courses shall comply with the requirements for instructors as established by the associate director and approved by the commission.

(f) Approval of school facilities. The certification of a police training school shall be deemed to include approval of that school's facilities. Each law enforcement training school desiring certification shall supply, when required by the curriculum:

(1) A classroom with adequate heating, cooling, ventilation, lighting and space;

(2) comfortable chairs with tables or arms for writing;

(3) all necessary visual aid devices for proper classroom presentations;

(4) a firing range with an adequate backstop to insure the safety of students and instructors;

(5) an adequate driving range for instruction in emergency vehicle operation and control (or alternate provisions for that instruction);

(6) a facility for physical fitness training; and

(7) any other physical facilities that may be required by the curriculum. (Authorized by K.S.A. 1984 Supp. 74-5604a and 74-5603; implementing K.S.A. 1984 Supp. 74-5604a; effective, T-85-5, Feb. 21, 1984; effective May 1, 1985; amended May 1, 1986.)

107-1-4. Certification of law enforcement training schools; procedures. The following procedures shall be followed to obtain certification for all mandated courses. However, the requirements of this section shall not apply to the 40-hour, annual in-service training specified in K.S.A. 1984 Supp. 74-5607a(b). (a) Each state or local law enforcement agency, or other organization or entity, desiring to receive certification for the purpose of conducting a mandated law enforcement training course shall submit a request for certification on forms provided by the associate director. All such applications shall be submitted at least 90 days prior to the first class date of the proposed training school.

(b) Each request for certification shall include:

(1) A description of the classroom and other facilities to be utilized by the requesting agency;

(2) a listing of the audiovisual equipment and other instructional devices and aids which are available; and

(3) an estimate of the minimum and maximum number of officers expected to be trained by the agency under the requested certification.

(c) The associate director shall review the request for certification and shall notify the requesting agency within 10 days that tentative approval has been granted or that certification has been denied. If certification has been denied, the associate director shall provide in writing the reason or reasons for the denial of certification. Within 20 days of such a denial, the requesting agency may submit to the director a written appeal, together with any other information deemed by the appealing agency to be relevant. The director shall notify the appealing agency of the outcome in writing within 20 days after receipt of the appeal.

(d) If tentative approval is granted, the associate director shall send to the requesting agency a core curriculum which has been approved by the commission. Within 15 days of receipt of the core curriculum, the requesting agency shall return to the associate director a proposed class schedule together with a list of proposed instructors who will provide the mandated courses. The list of pro-

posed instructional personnel shall be submitted on forms provided by the associate director.

(e) Upon review of the proposed class schedule and the qualifications of the proposed instructors, the associate director may issue a course certification. However, if a certificate is not issued, the associate director shall advise the requesting agency of the deficiencies which preclude certification. If these deficiencies are corrected, the proposal may be reviewed again, upon request of the agency head, and notification shall be sent as to the disposition.

(f) Upon certification, the associate director may provide to the certified agency the aid, assistance and guidance deemed necessary to the delivery of an effective training program, including, but not limited to:

(1) Course descriptions for each instructor. The course descriptions shall delineate the instructor's duties and responsibilities, including learning objectives for each class section;

(2) training materials;

(3) support by the Kansas law enforcement training center staff to acquaint instructors with the philosophy of training, and with techniques relating to effective public speaking and law enforcement instruction;

(4) forms and other documents to enroll trainees and to document training, class attendance and examination results;

(5) examinations and other testing materials; and

(6) such other support as is deemed by the associate director to be necessary for the effective delivery of training.

(g) Responsibilities of certified training agency. After certification is granted, the certified training agency shall, at a minimum, be responsible for:

(1) Assuring that the qualifications of individual trainees applying for entry into the course meet the requirements of K.S.A. 1984 Supp. 74-5605 and amendments thereto;

(2) providing a classroom which complies with the requirements of K.A.R. 107-1-3(f)(1-3);

(3) monitoring and certifying classroom attendance of trainees;

(4) providing audiovisual equipment, including overhead slide and 16mm projectors and other auxiliary equipment;

(5) administering all examinations and other tests in compliance with standards as established by the associate director and approved by the commission;

(6) submitting to the associate director, on forms provided by the associate director and within seven working days of completing the course, the names of all persons who have completed the mandated training course satisfactorily; and

(7) assuming all monetary costs related to payment or reimbursement of guest or other instructional personnel, excluding instructional and staff support provided by the Kansas law enforcement training center. (Authorized by K.S.A. 1984 Supp. 74-5603 and 74-5604a; implementing K.S.A. 1984 Supp. 74-5604a; effective, T-85-5, Feb. 21, 1984; effective May 1, 1985; amended May 1, 1986.)

107-1-5. Minimum standards for satisfactory completion of course. (a) To complete mandated training courses satisfactorily, individual trainees shall meet the following minimum standards:

(1) Trainees shall attend a minimum of 90% of the course curriculum approved by the associate director.

(2) Trainees shall attain an average score of 70% on all examinations and tests.

(3) Trainees shall complete the entire firearms portion of the curriculum, if offered.

(b) Absences for scheduled classes in excess of 10% of the total course curriculum shall be made up as required by the associate director. However, no police or law enforcement officer shall be certified without satisfactorily completing the entire firearms portion of the curriculum.

(c) The following procedures shall be followed with respect to firearms training:

(1) Persons attending a basic course for police and law enforcement officers shall complete the firearms portion of the basic course curriculum satisfactorily and shall attain a final qualifying score of not less than 70% on a course of fire approved by the associate director.

(2) Instructors responsible for the delivery of the firearms portion of the basic curriculum shall be approved by the associate director as competent to provide training. At a minimum, these instructors shall have completed satisfactorily a course for police firearms instructors provided by a recognized authority. Recognized authorities shall include, but are not limited to, the Kansas law enforcement training center, the federal bureau of investigation or the national rifle association. (Authorized by K.S.A. 1983 Supp. 74-5603 and 74-5604a; implementing K.S.A. 1983 Supp.

74-5603, 74-5607a and 74-5604a; effective, T-85-5, Feb. 21, 1984; effective May 1, 1985.)

Article 2.—CONTINUING EDUCATION

107-2-1. Continuing education. Beginning the second year after certification, every full-time police officer or law enforcement officer shall complete, between July 1 of each calendar year and June 30 of the succeeding calendar year, 40 hours of law enforcement education or training in subjects relating directly to law enforcement. This training shall be completed in accordance with the procedures established and approved by the commission. (Authorized by and implementing K.S.A. 1984 Supp. 74-5607a; effective, T-85-5, Feb. 21, 1984; effective May 1, 1985; amended May 1, 1986.)

Article 3.—PRE-TRAINING EVALUATION

107-3-1. Standards for pre-training evaluation. (a) Each full-time and part-time salaried law enforcement officer who is an applicant for basic law enforcement training at the Kansas law enforcement training center, or a certified state or local law enforcement training school, shall complete the pre-training evaluation successfully prior to admittance.

(b) To complete the pre-training evaluation successfully, each applicant shall:

(1) comply with the criteria for basic law en-

forcement training applicants set out in K.S.A. 1984 Supp. 74-5605; and

(2) successfully complete an intelligence test approved by the associate director under subsection (c) of this regulation.

(c) Each intelligence test approved by the associate director shall be validated according to the criteria set forth in the Uniform Guideline on Employee Selection Procedures, 41 CFR chapter 60, as in effect on July 1, 1984, which is herein adopted by reference. Particular attention shall be paid to the technical standards for validity studies described in 41 CFR 60-3.14.

(d) Any agency may select a substitute intelligence test, subject to the following requirements:

(1) The agency shall certify that the substitute intelligence test meets the validity requirements of 41 CFR chapter 60, as in effect on July 1, 1984.

(2) The agency shall provide evidence of validity that meets generally accepted professional research standards, as described in 41 CFR 60-3.5, as in effect on July 1, 1984, or as subsequently amended.

(e) The associate director shall perform the pre-training evaluation based on a review of the intelligence test results and compliance with said statutorily required criteria. (Authorized by K.S.A. 1984 Supp. 74-5603 and 74-5604a; implementing K.S.A. 1984 Supp. 74-5604a, K.S.A. 1984 Supp. 74-5605, and K.S.A. 1984 Supp. 74-5618; effective May 1, 1985; amended May 1, 1986.)